DIRECTIVE INFORMATION SHEET

TITLE : <u>GSFC HOT WORK PERMITS</u>

PURPOSE

This instruction establishes the basic policy for obtaining a Hot Work Permit.

REASON FOR INSTRUCTION

This instruction formalizes current Greenbelt policy and Wallops Fire Department standard operating procedures involving Hot Work Permits. This instruction also standardizes the form used for Hot Work approval at GSFC.

NEW DIRECTIVE ☒ REVISION ☐ OF CONVERSION W/O CHANGE ☐	ORIGINATING CODE 205

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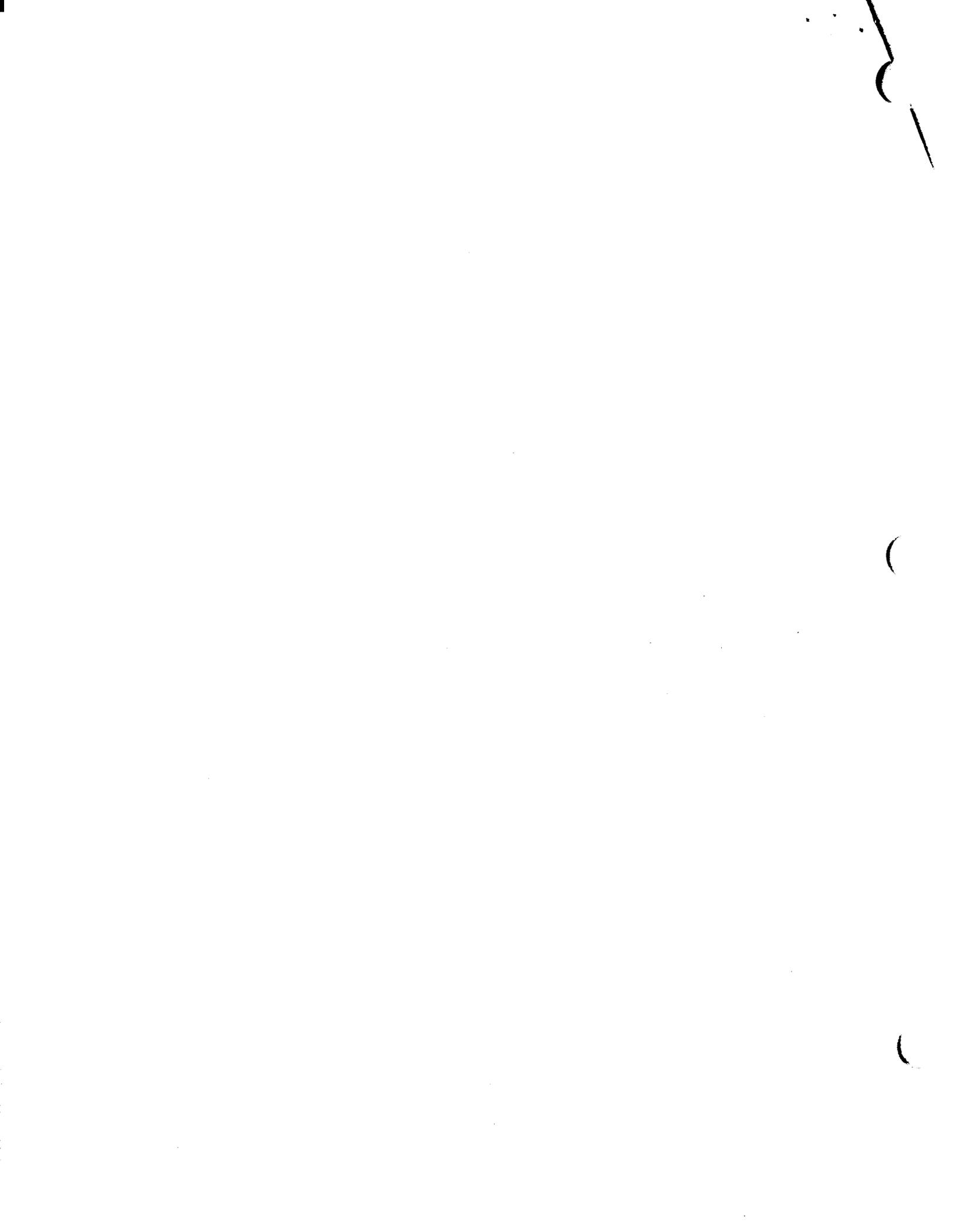
MANAGEMENT INSTRUCTION

TITLE: GSFC HOT WORK PERMITS

1. **PURPOSE**

   This instruction establishes the basic policy for obtaining a Hot Work Permit.

2. **APPLICABILITY**

   This instruction applies to all GSFC locations and personnel including contractors performing work at GSFC. Hot Work Permits (GSFC 23-4) are required whenever open flame devices or other exothermic devices are to being used in areas not specifically designed for their use. Examples of Permit required areas are cutting, welding, brazing, and tar pot operations.

3. **APPLICABLE STANDARDS**

   OSHA General Industry Standards, 29CFR, Part 1910.252, "Welding, Cutting, and Brazing"
   OSHA Construction Standards, 29CFR, Part 1926, Subpart J, "Welding and Cutting"
   NFPA 51B, "Standard for Fire Protection in the Use of Cutting and Welding Processes"

4. **RESPONSIBILITIES**

   a. **Supervisors of Personnel Performing Work**

   Supervisors of personnel performing the work shall identify any operations that meet the criteria for hot work. They shall ensure that all procedures are followed for obtaining a Hot Work Permit and ensure that a Permit is posted before work is started.

   Supervisors shall ensure that the work area is inspected at least 30 minutes after work is completed

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and sign the final check-up portion of the hot work permit.

b. Personnel Performing Work

Personnel performing hot work have the primary responsibility for the safety of the operation. They shall follow all requirements of the hot work permit.

c. Health and Safety Branch

The Health and Safety Branch (H&SB), including the Wallops Fire Department, is responsible for the fire protection program at GSFC. The H&SB is responsible for designating representatives to issue Hot Work Permits. The H&SB is responsible for training designated representatives in GSFC Hot Work Procedures. The H&SB may, if necessary, deviate from parts of these procedures for safety or fire protection reasons.

d. H&SB Designated Representatives

The H&SB designated representatives are responsible for issuing Hot Work Permits to users under their jurisdiction. They are responsible for ensuring that a safe environment exists before a permit is issued. The representative forwards a copy of the completed Hot Work Permit to the H&SB at Greenbelt, or the Wallops Fire Department at Wallops.

5. PROCEDURES

a. Hot Work Permits are obtained from the Health and Safety Branch or their designated representative at Greenbelt and the Wallops Fire Department at Wallops. All precautions listed on the Hot Work Permit must be followed.

b. Hot Work Permits will not be issued when the work area:

(1) contains unprotected flammable or combustible materials;

(2) fire suppression system is impaired;

(3) is an explosive environment.

Hot work permits will not be approved for work on previously used tanks or drums without a hazard analysis performed by a GSFC Safety Engineer.

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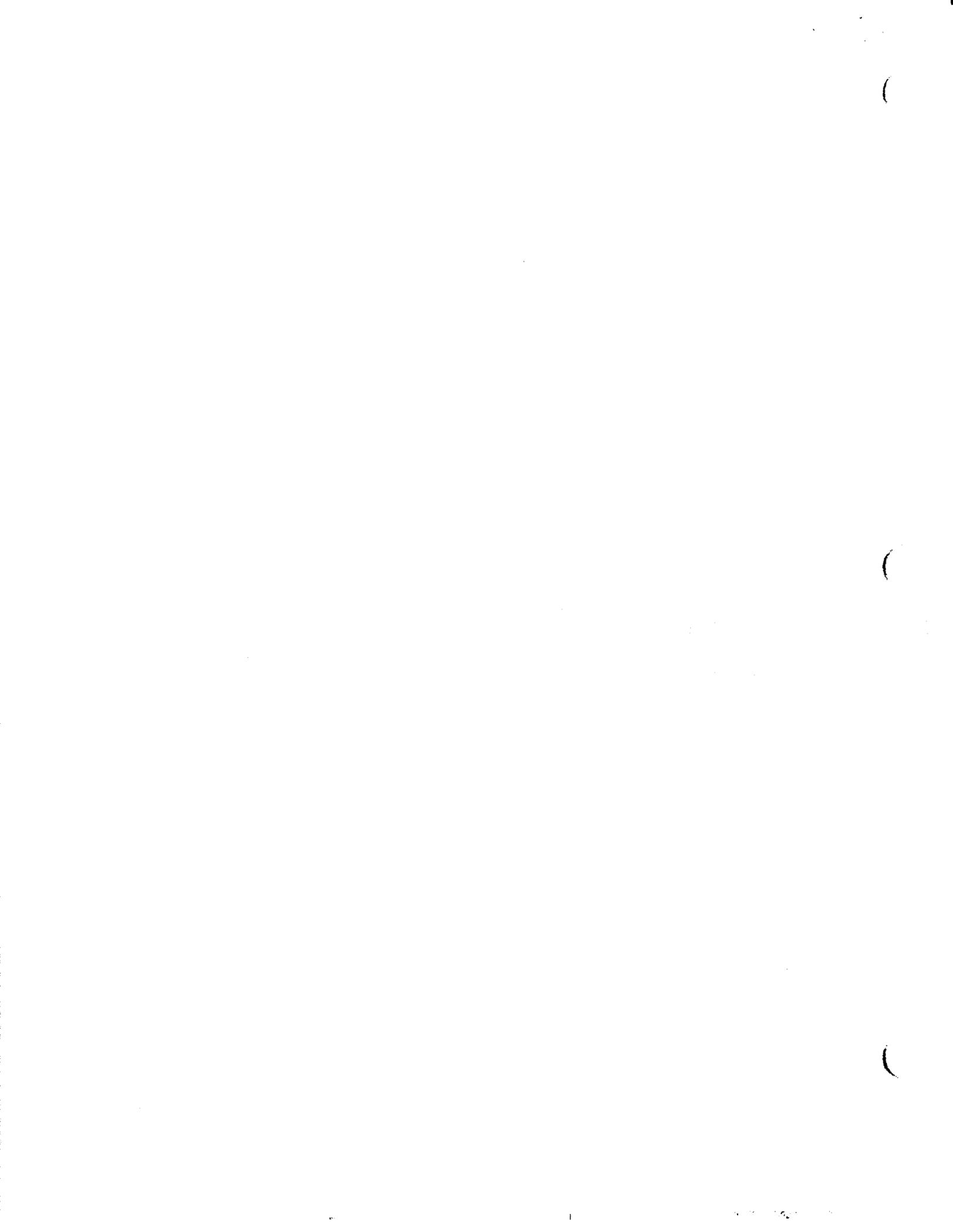
c.   Any fire detection systems in the work area may be disabled if necessary before work is performed. At Greenbelt, this must be requested in writing and approved by the Head, Buildings Maintenance Branch at least 48 hours prior to the commencement of work. At Wallops, this must be requested from the Wallops Fire Department.

d.   The work area must be free of flammables and combustibles or they must be moved at least 35 feet away from the heat source and protected.

e.   A dedicated fire watch must be provided during the work and for a minimum of 30 minutes afterward to watch for ignition. The fire watch must be familiar with the areas emergency reporting procedures and be knowledgeable in the use of the buildings fire suppression equipment. For work on walls, floors, or ceilings, a fire watch must be provided on both sides of the barrier. The fire watch is required to sign the Final Check-up on the Hot Work Permit.

f.   A minimum of one, 20 lb, ABC dry chemical fire extinguisher must be provided at the work site. More protection may be required by the permit issuer if necessary. Fire extinguishers provided for normal building use are not to be used for this requirement.

g.   **Tar Pot operations require prior approval from the Health and Safety Branch at Greenbelt, or Wallops Fire Department at Wallops for pot location.**

h.   The Health and Safety Branch and the Wallops Fire Department will shut down hot work operations when being performed in an unsafe manner.

i.   Normal hot work hours are from 08:00 to 15:30 Monday through Friday. Approval for other hours must be requested in writing, at least 24 hours in advance, from the Health and Safety Branch or Wallops Fire Department.

j.   Permits must be conspicuously posted at the work site. After the hot work is complete, the Final Check-Up must be signed and the Permit returned to the Health and Safety Branch, Code 205.2, at Greenbelt and the Wallops Fire Department at Wallops.
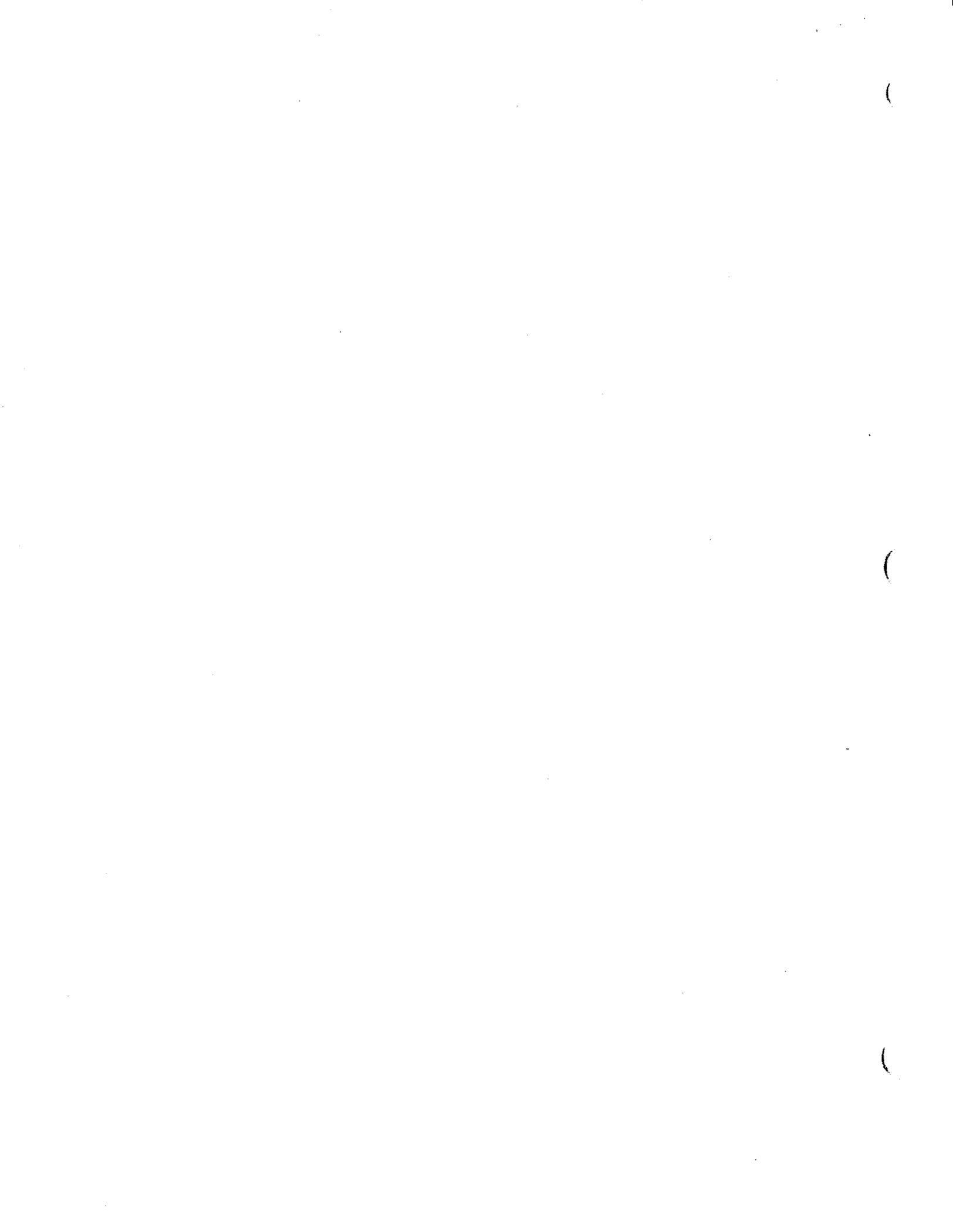
k. All fires, no matter how small, must be reported to the
   Emergency Console by dialing '112' at Greenbelt or to
   the Wallops Fire Department at extensions '1333' on the
   Main Base or '2777' on the Mainland (U-area) and the
   Island. Fires that have been extinguished must still
   be reported.

John W. Townsend, Jr.
Director